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The Primary Source

MISSISSIPPIANA COLLECTION
McCAIN GRADUATE LIBRARY

A Quarterly Publication of The Society of Mississippi Archivists

Volume Five

November 1983

Number Four

ARCHIVAL INTERVIEWS

(Ed. Note: With the completion of the general elections, several newly-elected state officers emerged that possess awareness of the value of government archives. With a good groundwork laid by the outgoing Winter administration, the future looks bright for archival work in Mississippi. With those thoughts in mind, The Primary Source interviewed Governor-Elect Bill Allain and State Auditor-Elect Ray Mabus.)

AN INTERVIEW WITH BILL ALLAIN

Governor-Elect of the State of Mississippi
December 12, 1983

- TPS: As Attorney General, you and your office have been involved in several cases of litigation requiring research into the records of several centuries. Among these have been the ownership of the Mississippi Sound and the proper course of the Pearl River. Favorable rulings in these cases will greatly benefit Mississippi, and your arguments have been aided by these archival records. Beyond your own office's uses of these, what is your view of the value of an archival program to state government.
- BA: Of course, that's basically where we have used it more than anything else, in the historical lawsuits that we have had. So I see it as an important department in that area. I would guess that for historical and other value, we ought to preserve as much of the history of the state as we can. The bottom line is that I agree with the concept and the continuation of that concept. A few years ago we passed a law that nobody can dispose of any documents without first getting approval of the state department, which I think is a good thing because so many things we think don't have any historical value whatsoever might have in that area. So, I support the basic principle.
- TPS: The state records management act was, for archivists and state government in general, quite an accomplishment after many years. As Governor you will sit on the State Records Committee established by the act. You will, as a member of that committee, approve the schedules of state records, regardless of their age. How active a role do you plan to take in that committee's work?
- BA: Well, I will take as active a role as the time will allow, but I will insure that, if at times I cannot personally attend to what's necessary or do what's necessary, a representative of my office will be available and will be assigned to keeping the Governor apprised of what is going on in that area. I wish that the Legislature would stop giving a lot of these things that many times put the Governor on this and put the Governor on that. You know, I asked them not to put the Attorney General on the records committee. There is just so much time that you can devote to any particular project. As you know, the Governor is basically to formulate policy and try to carry it out. But, I am committed not to put that back as a non-priority item.

(Continued on Page 15.)

LETTERS --

Dear Editor:

I am continually surprised to discover the web of information links among people interested in conservation. For example, I recently received a letter from Susan Swartzburg (of Rutgers), who is news editor of CAN. She had seen the article about SOLINET's conservation plans in *The Primary Source*, and requested a similar article for CAN. Also, we have recently made presentations to the University Center of Georgia and the Society of Georgia Archivists.

We are quite excited about this prospective service and encouraged by the interest we have found in the Southeast. I want to extend our gratitude to you for helping us "get the word out." We still have not received any news from NEH; as you probably know, their decision will be made in February.

Thank you for sending the survey report on Mississippi's records and archives. The survey must have been quite helpful

to Mississippi archivists, and it will surely assist us in planning services and activities which are best approached at the regional level.

Thanks for the interest and help. I shall keep the Society posted of our progress.

Sincerely,
Lisa L. Fox
Assistant to the Director
SOLINET

The Primary Source is a quarterly publication of news and ideas produced by the Society of Mississippi Archivists, a non-profit organization of professional archivists and interested persons. Subscription to *The Primary Source* is included in the Society membership dues. Membership information is printed on the last page of each newsletter.

Your contributions are welcome. Write *The Primary Source*, P. O. Box 1151, Jackson, MS 39205.

Deadlines for inclusion are:

- #1 (February) -- January 31
- #2 (May) -- April 30
- #3 (August) -- July 31
- #4 (November) -- October 31

h t holmes.....Editor
Martha Sparrow...Assistant Editor

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TREASURER'S REPORT

May 10, 1983 - December 13, 1983

Balance brought forward, May 10, 1983	\$1425.24
Receipts, Jun 8-December 13, 1983	1075.10
Disbursements, May 17-December 7, 1983	850.27
Balance in Checking Account	1650.07
Savings Account Balance	1502.49
Total Assets, December 13, 1983	\$3152.56

ACCESSIONS

Evans Memorial Library, Aberdeen

Smith Collection. 1896. 1 item.

Original four page printed circular dated February 11, 1896, proposing that A. J. Smith of Monroe County be recalled from the Mississippi legislature because he introduced a bill to divide Monroe County into two counties after declaring, before the election, that he would not do this.

Open.

Presented anonymously.

Harrison (Sybil and Fred) Collection. c. 1916-1939. 20 items.

Personal photos, teacher certificates, teaching contracts, report cards, diplomas and Baptist church school certificates of Fred Harrison, Sr., and Fred Harrison, Jr.; Mr. Harrison, Sr., was a teacher in north Mississippi schools who later served as a United States marshall; Mr. Harrison, Jr., was an architect with Rosamond, Inc., of Columbus, Miss.

Open.

Presented by Mrs. Fred Harrison.

Mississippi Department of Archives and History

Official Records

Mississippi Department of Archives and History.

Administration.

Executive Director's Correspondence. 1978. 3 c.f.

Archives and Library Division.

Library Acquisitions. 1972-1977.

Historic Preservation Division.

Proclamations. 1983.

Information and Education Division.

Annual Reports. 1980-1982.

Historic Properties Division.

Plans and Specifications. 1982-1983.

Mississippi State Bar Association.

Complaint Files. 1979-1980. 6 c.f.

Restricted.

Commission on the War Between the States.

Scrapbooks. ca. 1961. 2 c.f.

Two scrapbooks containing newspaper clippings concerning the work of the Commission, compiled by the Commission director, S. T. Roebuck.

Secretary of State.

Addresses. 1973; 1980.

Board of Health.

Division of Radiological Health.

Atomic Energy Commission Correspondence. 1968-1971.

Special Collections: Manuscripts

McWillie Family Papers, Accretion. 1857; 1861-64; 1872; n.d. 11 items.

Letters and diary of William McWillie, Jr., son of Governor McWillie. Most of the letters and the diary were written during the Civil War and discuss troop movements and skirmishes. Included is a letter from Wiley Pope Harris to his son discussing politics of the North and South, causes of the war and principles of state's rights.

Presented by J. Walter Rodgers, Jr., Fresno, California.

Unidentified Store Ledger. 1890-1891. 1 vol.

Unidentified store (general merchandise) ledger, possibly from Verililia, Madison County.

Presented by H. Grady Howell, Jr.

Wise Family Papers, Accretion. n.d. 1 vol.

One bound volume entitled "Genealogy of Myra Willing Wise," compiled by Elizabeth Jones Parsons. Myra Willing Wise was the mother of the donor. Contains photographic prints.

Presented by Sherwood Wise, Jackson.

Hammack (Almeda) Christmas Card Collection. 1946-1973. c. 4 c.f.

Collection of Christmas cards received from 1946-1973.

Presented by Mark Hammack, Bolton.

Akin (Allen) Collection. c. 1790-1800; 1970-1980; n.d. 5 c.f.

Research of Allen Akin (primarily genealogical) on the Balfour, Klein and Oswalt families. Includes early Balfour Family papers.

Allen (Preston) Papers. c. 1920-1970. 5 c.f.

Programs, newsclippings, photographs and other records of the Jackson Little Theatre.

Presented by the Preston Allen Estate.

Niles Family Papers. c. 1850s-1920s. 1.33 c.f.

Correspondence, financial papers and scrapbooks. The bulk of the correspondence is from Jason Niles to family members. Much of the correspondence was written during Reconstruction and while Niles served as a Republican member of Congress in 1873-1875. Scrapbooks contain newsclippings; one scrapbook deals with the death of Jefferson Davis; some contain poetry; others deal with the Niles and McCool families.

Presented by May Fenwick, Kosciusko.

Harper (Elizabeth) Genealogical Research Collection. 1880-1900; 1950s-1960s; n.d. 8 c.f.

Genealogical research compiled by Elizabeth Brame Harper. Includes late 19th century papers of J. P. Stephens.

Presented by Jean Cox Harper, Jackson.

Cosby (W. T.) Collection. c. 1905-1966; n.d. c. 2 c.f.

Railroad memorabilia and records, primarily of the Mississippi Central

Railroad of which the donor was an employee. Included in the collection: annual reports of the Mississippi Central Railroad (MCRR) (1905-1966); dispatcher's records for MCRR (1960s); machine order records for MCRR (1905); various passenger tickets for MCRR (n.d.); waybill record for MCRR (1940); appraisal of MCRR (1966); miscellaneous publications for MCRR, Illinois Central and Illinois Central Gulf Railroad. Presented by W. T. Cosby, Jackson.

Robinson (George) and Family Papers. c. 1830s-1920s. 1 c.f.
Correspondence and financial papers, including detailed store accounts from the 1830s and 1840s, for the Robinson Family of Rankin (?) County. George Robinson also served as a Justice of the Peace. Included in the collection are records of Wall Grange Number 75. Presented by R. R. Hallman, Jackson.

Davis (Jefferson) Letter. December 8, 1887. 1 item.
Letter from Jefferson Davis to "My dear little friends" (Genie Morris and Angie Patton) in which Davis thanks them for asking him to write a history of the United States. Davis declines although he notes he desires "to see a school history which would do justice to our people and ancestors." Letterhead is "Beauvoir, Harrison County, Miss." Presented by the Eugenia Crisler Estate.

Pearl River Valley Railroad Company Records. 1916-c. 1970. c. 70 c.f.
Records of the Pearl River Valley Railroad. The records cover the organization and building of the railroad through c. 1970. Correspondence and financial records constitute the bulk of the collection. Presented by Lynn Crosby Gammill, Hattiesburg.

Burger (Nash K.) Papers. c. 1940s-1970s. .66 c.f.
Correspondence, newsclippings, photographs and financial papers of Nash K. Burger, Mississippi-born author. Includes letter from Eudora Welty. Presented by Nash K. Burger, Charlottesville, Virginia.

Golden (Hilma) 1959 Political Campaign Scrapbook. 1959. 1 vol.
Scrapbook containing newspaper clippings on political campaigns in various state and local races in 1959. The local races are limited to Hinds County. Included are bumper stickers, matchbook covers, and other campaign paraphernalia.

McWillie Family Papers, Accretion. 1857. 1 vol.
Diary kept by Catherine Anderson McWillie containing entries dated June 18, 1857, through September 16, 1857. Entries relate to management of the household, activities of the children and occasional activities of her husband, William, who was elected governor of Mississippi later that year. Presented by Amalie Fair Robinson, Jackson.

Howorth Family Papers, Accretion. 1932-1933; c. 1935-1938. .33 c.f.
A scrapbook of the Mississippi Young Democrats (MYD) consisting primarily of newsclippings dated 1932 and 1933, apparently kept by Joseph Marion Howorth, president of the MYD. Also included is loose correspondence and photographs (c. 1935-1938) regarding the MYD. Presented by Lucy S. Howorth, Cleveland.

Clark (Thomas D.) Papers, Accretion. c. 1983. 2 items.

Original typescript of an untitled speech with manuscript corrections by the author and a clean draft of the revised speech delivered to the Mississippi Historical Society Annual Meeting in March 1983 by Clark, historian, professor emeritus, University of Kentucky. The Mississippi Historical Society 1983 Annual Meeting Program entitled the speech "Recollections of a Mississippi Boyhood."

Presented by Thomas D. Clark, Lexington, Kentucky.

Coffey (Chesley Sheldon) Collection. c. 1840-1920. 1.5 c.f.

Papers of Chesley Sheldon Coffey (1815-1869) and his son, Edgar Nathan Coffey (1869?-1922). Chesley Coffey was a tanner, shoemaker and planter in Jefferson County. Much of the correspondence was written when Coffey served in the Mexican War. The financial papers deal with orders of shoes for slaves and plantation management. The second portion of the papers are those of Edgar Nathan Coffey and his military service in the early twentieth century. The bulk of this section of the collection contains photographs (many in a scrapbook regarding World War I).

Presented by the Ft. George Wright Historical Museum, Spokane, Washington.

Schwartz Store Ledger. 1859; c. 1870-1874. 1 vol.

Ledger of the Schwartz store in Woodville. The bulk of the entries cover the year 1859. Entries made at the end of the volume are in traditional daybook form. Customer's names are listed in the 1859 portion as well as amount of debit or credit and amount of interest charged on purchase.

Presented by Ernest Dampf, Baton Rouge, Louisiana.

Methodist-Episcopal Church, South, Condensed Minute Book, Accretion. 1931. 1 vol.

Condensed minute book (1931) of the Hattiesburg District of the Methodist Episcopal Church, South. Contains the record of quarterly conferences held by the various charges throughout the Hattiesburg District, lists of attendants at each conference, lists of officers and a statistical report for each charge containing membership and financial status.

Donor unknown.

Bynum (Mark Taylor) and Family Papers, Accretion. 1858-1869; 1871-1874; n.d. 1 vol.

College composition book kept by George Washington Bynum while a student at Florence Wesleyan University in Florence, Alabama. Contains notes on logic lectures.

Donor unknown.

Stovall Family Papers. c. 1923-c. 1960. 8 c.f.

Personal correspondence of A. T. and R. C. Stovall, presidents of the Columbus and Greenville Railway Company, and other Stovall Family members.

Presented by the Columbus and Greenville Railway Company.

Miscellaneous Manuscript Collection, Accretion. Scattered dates. 2.5. c.f.

Miscellaneous documents to be added to the Miscellaneous Manuscript Collection, Z 1600.

Acquired from miscellaneous sources, most unknown.

Welty (Eudora Alice) Papers, Accretion. n.d. 2.5 c.f.

Manuscript (carbon), printer's proof and artwork for *Losing Battles*.

Presented by Eudora Welty, Jackson.

Natchez Garden Club Records. 1929-1977. 9 c.f.

Minutes of monthly meetings, minutes of board meetings, financial records and correspondence of the Natchez Garden Club.
Presented by the Natchez Garden Club, Natchez.

Mississippi Junior Historical Society Records. 1962-1981. c. 3 c.f.

Mississippi Junior Historian files. Included in the files are papers submitted and papers published.

Mississippi State University

Mitchell Memorial Library

Butler (Eugene) Papers. 1885-1980. 1 c.f.

Biographical information, correspondence, oral history transcripts, clippings and histories of the Progressive Farmer Company. Mr. Butler was chairman of the board.

Open.

Presented by Eugene Butler and Lin Wright.

Kennedy (John F.) Presidential Recordings: Transcripts Concerning the Integration of the University of Mississippi. 1962. 1 vol.

Copies of transcripts held by the John F. Kennedy Presidential Library. The transcripts are of conversations between President Kennedy and others during the University of Mississippi integration crisis.

Open.

Mississippi Republican Party Papers, Accretion. 1978-1983. 8 c.f.

Office files, clippings, and film.

Closed.

Presented by the Mississippi Republican Party.

Montgomery (G. V. "Sonny") Papers. 2 c.f.

Papers of G. V. Montgomery, who served in the Mississippi Senate from 1957 to 1966, when he was elected to the U. S. House of Representatives, a position he still holds.

Closed.

Presented by G. V. Montgomery.

Whitehead (Alan) Collection. 1891-1909. 4 items.

Letter, pamphlet, and photographs of Stephen Dill Lee, founding president of Mississippi State University.

Open.

Presented by Alan Whitehead.

University of Southern Mississippi

McCain Graduate Library

Estate Book. c. 1818-1834. 1 vol.

Small ledger-type book containing agricultural records for an estate somewhere in England.

Open.

Presented by Larry L. Massey.

Ministerio de Asciientos Exteriores, Madrid Legajo 2857, 2858, 2859, 2860. 1835-1837. 2.5 c.f.

Photocopies. These papers contain letters, memoranda, royal decrees and other documents from a variety of Spanish and English officials relating to the British Auxialiary Legion. The British Legion and its remnants served in Spain from June 1833 to December 1837 with the encouragement and aid of the British government. The Legion fought in the first Carlist War, a war of succession and adverse principles, on the side of Queen Isabella II and of liberalism.

Open.

Waller (Robert C.) Photographs. 1945-1977. 65 c.f.

Photographic negatives, both black and white and color, in various sizes and formats. They include portraits, commercial photographs, wedding pictures, copy negatives, serials, and photographs of the Krewe of Zeus balls. The subjects are primarily Hattiesburg people, places and events, but may include the entire south Mississippi area.

Open.

Presented by Mrs. Robert C. Waller.

Mississippi University for Women

Archives and Museums Department

Ellison (Lucile Watkins) Collection. 1938-1980. 5 c.f.

Stories for Lucy by Lucile Watkins Ellison; three bound presentation volumes of children's stories; National Education Association publications and articles; manuscript, working copy of third volume of published children's stories, *A Window to Look Through*; 16mm color film, "Teachers in Politics"; film strips concerning NEA Citizenship Committee, plaques and certificates of appreciation and recognition honoring Mrs. Ellison for over thirty years with the National Education Association.

Open.

Presented by the National Education Association and the Lucile Watkins Ellison Family.

Student Christian Association. 1937-1979. 6 c.f.

Correspondence, publications, photographs, minutes and other memorabilia of campus related organization recently deactivated, splinter of YWCA.

Presented by MUW Student Counseling Center.

Tennessee Tombigbee Waterway Development Authority Collection, Accretion. 1968-1982. 30 c.f.

Correspondence, quarterly meeting files, reports; speeches and public relations material; in-depth planning documents; budget and congressional hearings material; historical documents, photographs, clippings, memorabilia and other materials.

Open.

Presented by the Tennessee Tombigbee Waterwat Development Authority.

NEWS NOTES

EVANS MEMORIAL LIBRARY, ABERDEEN

A card catalogue for the Historical Division is now in place. It was obtained with monetary gifts from Miss Lucille Peacock's 1982 birthday party and from Mrs. Mildred Goodgame's gift of proceeds from her book *Satin and Calico*. With considerable professional assistance, the library staff hopes to write a grant proposal requesting funding which will enable them to fill the new card file in the most economical and efficient manner with information on their manuscript holdings.

In the past three months, visitors from thirteen states and twenty Mississippi counties have done research in the Historical Division. The staff also handled seventy-one mail requests and numerous telephone calls.

MISSISSIPPI STATE UNIVERSITY

On September 24, the library hosted a program and reception of the G. V. (Sonny) Montgomery Papers to the University. Letters, photographs, and memorabilia collected by Congressman Montgomery were exhibited for the occasion.

Michael B. Ballard has received an interim appointment as Associate University Archivist. Ballard's article, "Deceit by Telegraph: 'Lightning' Ellsworth's Electronic Warfare," appears in the October 1983 issue of *Civil War Times Illustrated*.

Anne S. Wells attended the Society of American Archivists meeting in Minneapolis the week of October 3.

UNIVERSITY OF SOUTHERN MISSISSIPPI

Terry Latour represented the University at the October meeting of the Society of American Archivists in Minneapolis. He was elected to another term on the steering committee of the Manuscript Repositories Section and will serve as liaison with the SAA Institutional Evaluation Task Force.

MISSISSIPPI UNIVERSITY FOR WOMEN

In addition to her work in cataloging the papers of the Tennessee-Tombigbee Waterway Development Authority, Martha Sparrow has begun organizing the reference library at the Authority's office in downtown Columbus. The goal of this project is twofold: to make the materials more retrievable by staff members and to classify the materials so that when they are sent to the Archives, they may be easily cataloged.

MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY - DIVISION OF RECORDS MANAGEMENT

The quarterly meeting of the State Records Committee occurred on Thursday, October 27, at the Charlotte Capers Building. A total of eighty-eight records control schedules were approved for six state agencies: Vocational Rehabilitation for the Blind; Ethics Commission; Office of the Governor; Bureau of Narcotics; Board of Public Contractors; and Public Service Commissioner, Central District. The Committee in its five meetings has

approved 282 schedules for thirteen agencies.

UNIVERSITY OF NEW ORLEANS GRADUATE PROGRAM IN ARCHIVES AND RECORDS ADMINISTRATION

The University of New Orleans offers a graduate program in archives and records administration administered by the department of history. The department offers two degrees, a traditional masters in history which includes a thesis, and a masters without a thesis but with special training in archives and record administration. The archival program is designed for students who wish to enter the fields of applied history rather than university teaching. Students in the non-thesis curriculum take specialized courses and complete internships at collection repositories in the New Orleans area. For additional information write to the Coordinator of Graduate Studies, Department of History, University of New Orleans, Lake Front, New Orleans, LA 70122.

JOINT EFFORT BY HISTORIC NEW ORLEANS COLLECTION AND NARS

The National Archives and Records Service (NARS) and the Historic New Orleans Collection (HNOC) are in the process of negotiating an agreement which could serve as a model for federal and local cooperation. HNOC is a privately endowed research institution. Its curatorial manuscripts and library holdings focus on New Orleans, Louisiana, and the surrounding area. The program features the comprehensive microfilming of records held by NARS. Thus far, 2000 rolls of microfilmed records of the Agriculture Department Extension Service, the Cotton Bureau and other agencies have been ordered. At present, a research team is microfilming appropriate records of the Freedmen's Bureau, the Works Project Administration and other agencies. Researchers at HNOC will benefit greatly from the microfilming project. NARS and HNOC are currently exploring the shared use of microfilmed materials and other publications on completion of their current project. (*Prologue*, Summer 1983)

1984 NHPRC RECORDS PROGRAM GRANT DEADLINES ANNOUNCED

February 1, June 1 and October 1 are the 1984 deadlines for submission of grant applications to the records program of the National Historical Publications and Records Commission. Commission meetings to consider the applications will be held approximately four months after each submission deadline. Any non-profit institution in the United States or its territories is eligible to compete for records program grant funds, which support projects leading to the improvement or development of archival programs. Records grant funds available during the current year total \$2 million.

In reviewing and recommending grant support funds for archival activities, the Commission prefers to fund projects that fall into one or more of the following categories:

Projects that advance archival methodology and practice and are of benefit to the entire profession.

Projects that focus on types of records, records problems, or records programs that are of major national significance.

Projects that are cooperative in nature, particularly those that address common problems and foster the use of shared resources.

Projects that improve, on a continuing basis, systems, procedures, resources, or the overall functioning of a repository's archival program.

Projects that establish archival programs where none exist and where the applicant institution assumes continuing responsibility for the support of its archives.

Projects that identify, preserve and make available for use records valuable to an understanding of American history.

The Commission places particular emphasis upon the development of state and local government records programs, but also provides support to historical societies, colleges and universities, libraries, museums, professional associations, and a wide range of other institutions.

In addition to its staff in Washington, the records program relies upon the support and advice of state historical records advisory boards in forty-nine of the fifty states. These boards plan an important role in proposal review and in program planning and coordination within the states. For more information on the records program, or for application forms, write: Records Program, National Historical Publications and Records Commission, National Archives, Washington, D.C. 20408.

LEGAL MANDATE FOR PRESERVATION OF BRITISH CHURCH RECORDS

Ellen McCrady, in her *Abbey Newsletter* (7:5 November 1983) reports on British laws governing the keeping of church records. The British government regulates the way in which local church records are kept, presumably because they are an important documentary source for historical research and compilation of vital statistics, as well as documents with legal significance. In 1978 the "Parochial Registers and Records Measure" was passed, superseding similar measures from 1929 and 1812, and setting minimum preservation standards to be met for storage of register books and records in each parish. McCrady notes that though the standards are minimal, they may have a generally beneficial effect that is quite significant. They may even be hard for some parishes to meet without making capital expenditures. Here are the standards, from page twenty of the twenty-two page legislation, the rest of which deals with matters like making the entries, custody, transfer and inspection.

1. Every register book or record to which this Schedule applies shall be kept in a rust-proofed, vented steel cupboard, the door of which is fitted with a multi-lever lock, and the cupboard shall be kept in the appropriate parish church or other place of public worship.
2. The place in the church or other place of public worship in which the cupboard is kept shall be the place where there is least risk of damage to any such book or record in the event of a flood or an outbreak of fire.
3. The temperature and relative humidity in such cupboard shall be checked at least once a week by means of a maximum-minimum thermometer and a hygrometer, each of which shall be kept in the cupboard.
4. The difference between the maximum and minimum temperatures in the cupboard during any week shall not be allowed to exceed 10 degrees Celsius.
5. The relative humidity in the cupboard shall not be allowed to fall below fifty per cent nor to rise above sixty-five per cent.
6. Subject to paragraph three above, nothing, except books or other documents, shall be kept in the cupboard in which any register book or record

to which this Schedule applies is for the time being kept.

7. Without prejudice to the preceding provisions, the person or persons having the custody of any such book or record shall take all such steps as are reasonably practicable to ensure that the book or records is protected against theft, loss and damage.

McCrady says that if any readers know of any law or policy in this country that makes similar provisions for preservation of local records - aside from the provision that they not be removed from the court house for any reason - it would be interesting to hear about it. Her address is *Abbey Newsletter*, c/o School of Library Service, 516 Butler Library, Columbia University, New York, New York 10027.

SOCIETY OF MISSISSIPPI ARCHIVISTS PATRONS 1983

Every member of the SMA is a valued one. The dues they pay provide the support needed to carry out the Society's annual work. The Society would like to extend special thanks to the following members who were Patrons of the Society of Mississippi Archivists for the 1983 membership year. Their special support is allowing the Society to plan services that will benefit the entire membership.

Onva K. Boshears, Jr.
Hattiesburg, Mississippi

William A. Middleton
Winona, Mississippi

Leah Fore Cox
Canton, Mississippi

Estus Smith
Jackson, Mississippi

William James Hanna
Jackson, Mississippi

Ronald E. Tomlin
Jackson, Mississippi

H. T. Holmes
Jackson, Mississippi

Anne S. Wells
Starkville, Mississippi

Mr. and Mrs. Hardin McLendon
Hattiesburg, Mississippi

Carol C. West
Jackson, Mississippi

Grace M. S. MacNeil
Natchez, Mississippi

Mrs. R. L. Wyatt
Holly Springs, Mississippi

Fred A. Yarbrough
Natchez, Mississippi

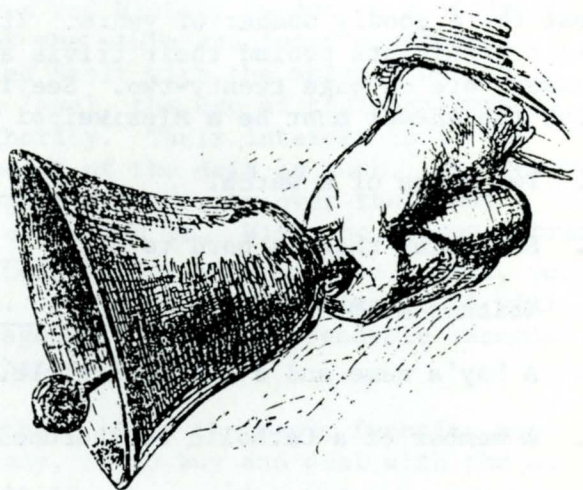
SCHOOL OF LIBRARY SERVICE
UNIVERSITY OF SOUTHERN MISSISSIPPI

Will Offer

INTRODUCTION TO ARCHIVAL ORGANIZATION

(L. S. 647)

Spring Semester 1984



Theories, practices and problems relating to the collection, preservation, organization, and use of manuscripts, records, and other historical material will be examined, with particular attention focused upon the needs of archival management in Mississippi. Topics to be covered include:

- Archival theory
- Appraisal and evaluation of historical materials
- Arrangement and description of archival materials
- Reference, access, and use of archives and manuscripts
- Records management
- Conservation of paper records
- Disaster preparedness and recovery
- Management of non-manuscript materials, including
photographs, maps, tapes, machine-readable
records and printed materials.

The class will meet on Tuesday night, 6:30 to 9:15 p.m., spring semester 1984.

Julia M. Young will be the instructor.

For additional information, contact:

School of Library Service
University of Southern Mississippi
Southern Station, Box 5146
Hattiesburg, MS 39406-5146

IN PURSUIT OF TOWN TRIVIA ---

The following town trivia test has been floating around the state archives department for a goodly number of years. It recently resurfaced sans answers. Ever-alert archivists pooled their trivia abilities and solved the riddles. Their answers are on page twenty-two. See if you agree. Oh, yes, the only rule is that the answer must be a Mississippi town.

1. Two parts of a watch. _____
2. Something that is hard to burn. _____
3. Neither A. M. nor P. M. _____
4. A boy's name and a toilet article. _____
5. A member of a Catholic brotherhood and a sharp instrument. _____
6. If Nona was bad, what would you say to her? _____
7. Suggestive of Christmas and a natural water supply. _____
8. A moving table implement. _____
9. Mississippi's state flower. _____
10. To whom does the U.S. owe its existence? _____
11. If you wanted Ada to laugh, what would you say? _____
12. The highest point. _____
13. Where the first farm trouble started? _____
14. Our forefathers fought for it. _____
15. The very best pickup on a cold morning. _____
16. Where a very famous sermon was preached. _____
17. Oil used in cooking. _____
18. Father of gravity. _____
19. A container and weight. _____
20. An animal and a popular car. _____
21. A body of water and a kind of wine. _____
22. A necessary tool for a car, and a male child. _____
23. If a man was annoying you, what would you say? _____

(Continued on page 22.)

Archival Interviews, cont.

TPS: In 1982, the Mississippi Department of Archives and History conducted a study of the problems of record creation and keeping at the state and local government levels. One of the serious problems identified dealt with the absence of any management of computer records. At the state level, the use of the computers is controlled by the Central Data Processing Authority. Their interest is in the equipment purchase and use, not in the management of the data as such. The Department of Archives and History has records management authority over that, but doesn't have any expertise on their staff to deal with it. With the recent Supreme Court ruling regarding the membership of the Legislature on executive boards, your appointment powers should be greatly improved. The question is, since CDPA will be one of the agencies affected, will the management of machine readable records be addressed in making your appointments to that authority?

BA: Yes, it will. I understand the problem with that. What the basic function has been of that particular commission, like you say, is to buy and deal with the securing of that information rather than managing it.

TPS: At the local level, it was found that the proliferation of computers was amazing, much more than had been anticipated. The Code does not address this record keeping technology at all. Over all, the existing laws are totally inadequate in dealing with local government records, whether it's creation, keeping, management, etc. In 1983, there was an attempt made to establish in the Legislature a local government records study commission. It passed the Senate, but failed in the House. Do you perceive this local records problem to be a problem that your administration can successfully address?

BA: I see it as one that we can address. I never like to say how successful we're going to be. I understand the problem because on many occasions local school districts, local supervisors, chancery clerks, anybody that's got any kind of records will write us and ask us what can they do with them. As you stated earlier, the law is not too clear. There was some clarification in the law a few years back. You don't have detail enough to guide sufficiently local government agencies in what they have to keep and what they don't have to keep, how long they have to keep it, and what they have to do with it when they get finished with it--except in certain areas like land records, which you have to keep forever. There's so much more paper and records generated beyond that, that there's nothing to deal with it.

I don't know why it did not pass, but I believe that the local people would be interested in it too in order to have some guidance. Right now under the law public records just have to be kept, and nobody knows how long or when or what to do with it or which records have to be kept for what period of time, which records have to be kept forever. We're just building up so much paper on the local level.

TPS: It's created tremendous storage problems.

BA: I know. We get it all the time and have done a lot of study in that area. A circuit clerk, let's say, would like to know which legal records they've got to keep, how long they keep them. They'll write us up here. They'll say, "We've got tax receipts," for instance, "in the chancery clerk's office. How long do we have to keep them?" In trying to find a particular statute that says "all ad valorem tax receipts will be kept for x number of years and then can be disposed of," it's very difficult. They think it's somewhere in the law, and then, of course, they want the Attorney General to give them permission to do that. Well, of course, once a public record is created, it's there forever unless there's some legislative authority to dispose of it.

TPS: As well aware as you are of the problems at the local level, will you consider some type of local records legislation?

BA: I think the study commission probably is a good idea to start with, because, first of all, when you present something to the Legislature, you do it two ways. It will either be so detailed that each record is named. When you do that, if one is not named, you have a problem. The reverse is to say that all public records will be kept for at least five years, except the following will be kept for additional years, or for eternity like land records. That's one of the methods. So, I think a study committee would be of value to determine what type of legislation we need to come up with. We've had the same problem with public records and open meetings. Which records are public and which are not? When you start dealing with records, you almost have to speak in generalities, and then make exceptions. I think a study committee will be of value to that.

I think it's an absolute necessity for the local people. They don't fight it. They'd like to know. Right now, they're sitting there with vaults and vaults full of records and stuff stacked on floors somewhere with no idea of what they can dispose of, and, if they can dispose of it, how they can dispose of it. Of course, there has to be some guidelines so they wouldn't just throw everything out. I mean, somebody's got to look over their shoulder and say, "We'd like to have that," or "We need that for historical purposes or something else." As a lawyer, I know how often you've got to go back beyond yesterday to really establish something. We did this in the separation of powers suit.

TPS: Could we then expect you to include as a part of your legislative program some suggestion that the local government records problem be addressed?

BA: Yes. It may not be in the State of the State address, because the things there are the basic issues you have. But I would say it would be on the agenda those things the Governor would request to be handled by the Legislature.

TPS: The State Records Center that now serves as the central warehouse storage area for state government records has to shut down occasionally due to overcrowding. One of the tenets of records management that is touted is that it promotes efficiency and saves money. Until adequate storage space is available, the program will not operate at peak efficiency. As chief executive officer of Mississippi, it seems that you are in a position to urge other agencies and state offices to support as fully as possible the records management program. Though it is a routine function, it is something Mississippi has yet to achieve.

BA: I think I would have no problem with the offices the Governor directly has and also urging by memoranda or otherwise those offices that are under the law to make it one of their priorities the need and necessity of preserving those records which have been looked at and determined valuable. You know, some people think it doesn't have much purpose--a bunch of records over here, let's get rid of them.

I know what you're talking about down there, because we had some records stored down there, too. One of them was an old case which we really needed to do some background work on. I'm not faulting them down there. It's the system rather than the people who are operating it. We had to go through an awful lot of boxes down there.

Most record keeping is difficult in Mississippi, and it should not be with the computer age. I think under the new open records law, not only those which have been stored, but the present records are going to have to be kept in a better manner. When somebody can come off the street and ask for something under the new law, and it takes you a week to retrieve it, you have a problem. Under the law you

only have a certain time to retrieve it, and you can only charge so much for retrieving it. But, overall, record keeping in this state needs to be upgraded. It's just one of those things, in Mississippi like any other state, you never have as much as you'd like to have, but you just have to work with what you've got.

AN INTERVIEW WITH RAY MABUS

State Auditor-Elect of the State of Mississippi
December 8, 1983

TPS: One of the archival accomplishments of the outgoing administration was the establishment of a state government records management program. To date, no records in the State Auditor's Office have been scheduled. Do you plan to implement records management for the Office?

RM: I certainly do, and, in fact, I think that is going to have to be my first job. The records in that office are in chaos. Some are stored at Southern Vital Records in Flora. They're paying for that; they're paying for a service that they can get done better and for free by the Mississippi Department of Archives and History. The other problem is that they have no records policy at the State Auditor's Office currently. There is no policy on how long records should be kept, on the systematic moving of records from the office to the Archives, and then, for non-vital records, destroying them. There's no indexing system to even find a record in the Office. One of the aspects of a recent PEER Committee report--and they had pictures to document this--was the fact that in the Auditor's Office records were piled up haphazardly in the halls, on top of filing cabinets. The Committee also made a study of the filing cabinets: forty percent of the drawers in the filing cabinets were empty. The only way to find a record now is to call the office manager who will hunt around until she finds it. There is no logging system of who has the records.

TPS: Are these records for state agencies or local governments?

RM: Both. They are the records of the Office. I think, in terms of priorities, my first priority is one of setting a records policy. There are certain records that are not vital records that after a certain number of years, unless an investigation is continuing, should be destroyed. It should be done on a systematic basis. It shouldn't be done ad hoc because you can get into a lot of problems that way. There has to be records management, both in the office and once the records leave the office. There has to be an indexing system, for example; there has to be a routing system; there has to be a control system as to who has records. I want to work with the Archives to set up that system. I plan to move the records from Southern Vital records storage as soon as possible. I think that a lot of those records are not vital, regardless of the name of the facility, and I plan to work with the Archives in terms of devising a records management scheme both inside my office and to move some of these records. I badly need space in the Auditor's Office for people.

I just visited the state auditor of Illinois. His records section is much smaller than Mississippi's. The reason for that is he keeps the records two years, the archives keeps them for another three, then according to a set schedule of what records should be preserved and what should be destroyed, they are put into permanent storage or destroyed. Simply in terms of records storage, I think a records management program is extremely necessary. I think the Auditor's Office

doesn't have one right now and that is going to be very high on my priorities list, to work with the Archives and to use the Archives' facilities and the Archives' expertise to do that.

TPS: Since 1981, the State Auditor has been a member of the State Records Committee, which is responsible for schedule approval, and yet has failed to do anything in his office. Perhaps it's not so much a reflection upon the person who fills the office so much as it is a lack of perception of what an archivist is and what the archival process is about. It is very encouraging that you are entering your office with an awareness of the need, even if it borders on the fact that you've got to have office space.

RM: I was going to say, my motives are extremely practical. I need a way to find records. I need office space. I need a system to discover patterns of abuse. An auditor, of all people, should be able to document what he does. We are responsible for setting up accounting systems and record keeping systems for state agencies, for counties, for everybody that we audit. I find it untenable that we can require them to do things that we don't do. And I plan to move very quickly on this. It disturbs me from a lot of areas, not the least of which are aesthetics and safety. I think it's a fire hazard right now to have all these papers stacked around. My work for the Governor on the records management legislation, which passed in 1981, gave me a better understanding of what the problems were and of what the expertise was, and we have a lot of expertise in Mississippi. There's absolutely no reason to go outside to get that expertise.

TPS: The basis for archives is exactly what you were saying you need it for: to promote efficiency, to preserve and make available those records needed to properly run government, and, foremost, to protect the rights of citizens.

RM: This goes to my philosophy as State Auditor. I think one of the problems with the Auditor's Office is that they've never had a clear concept of who the client is. It's my view that the clients of the State Auditor are the taxpayers of Mississippi. It's not the people being audited, it's not the people who use the audits, people like bond rating clients. The main clients are the people whose money is being used, the taxpayers. That's a completely different situation than, say, a private accounting firm. A private accounting firm could never get away with the type records management that the Auditor's Office has been practicing. The primary reason is that their clients wouldn't allow it. There's nobody to speak for the client at the State Auditor's Office except the State Auditor, who goes before these people once every four years to get his job and to have a referendum on how well he's doing it. I see that as my job, as the spokesman for the people whose money is being spent. That ties in with records management, that those records should be preserved because the clients need them to be preserved, and the client is the taxpayer.

TPS: It is encouraging that you want to utilize the services of the Archives in terms of records management, storage and preservation. You are right that the Archives can provide at least free records storage service if they have the room and the facilities and the staff. You were involved in the 1981 successful effort to pass the records management law which gave the Archives the old Central Records Storage Facility from the Budget Commission. Unfortunately, the generosity did not extend to the budget, which provided the Archives with one records analyst for the entire state government, all 250 plus agencies. That situation has been modified somewhat through special source funding. A second records analyst has been hired on a time-limited basis. But, the State Records Center still has to shut down about six weeks a year because it is so filled with records. This is a real problem for state government as a whole in trying to implement a system-wide records management program. During the course of the 1982 historical records as-

assessment study, the Archives looked at state government records and concluded that very few state agencies are even aware of the existence, much less the purpose of the Department of Archives and History. One of the recommendations made in the study report was the Archives itself cultivate a better image with state agencies. That is obviously not a problem now with the State Auditor's Office. The question is do you see it as part of your responsibility to work with the Legislature and with the Archives to increase the Archives' ability to serve state government?

RM:

The short answer is yes. There is a longer answer. During the 1981 session when we passed this and since then, it's been an incredibly spare fiscal situation in Mississippi. That continues. We don't have enough money to provide for basic services. I think archival storage of records is a basic service. We're going to have difficulty, though, creating what is seen as a new service in this time of austerity. I hope as the money picks up, the economy rebounds, more money flows into the treasury, that this can be done on a more orderly basis. Until then, I think simply that it is important to let people know what the Archives' expertise is in terms of setting up internal records management systems in the agencies themselves, so that the crush is not on Archives as much as it is on Archives serving as a facilitator, as a body of knowledge, as a source of expertise. The agencies can then do much of their own records management until the time when the Archives can acquire sufficient staff, sufficient funds, sufficient storage facilities to do this. What I am talking about, for example in an agency like mine, is to help set up a records management system internally; to advise us how best to keep the records that we keep internally; to set up orderly destruction schedules; to set up an orderly schedule to save vital information. Then, we can do it, calling on the Archives from time to time for expertise in certain matters. I'd like to use the Archives for more than that. I'd like to use their storage facility. I'd just like to give the Archives some of the records and let them decide what is vital. I just hope that I can get the expertise and the knowledge that the Archives has. I have to do that, and I think that is an interim thing until funds become available. This is a very new thing in Mississippi--we said it was only passed two years ago. I think the other advantage to that is that as the Archives shows what their expertise is, as they help various agencies set up these systems, they learn more about the Archives, and they're willing to help the Archives with the Legislature. Another possible source of funding is from the agencies themselves, to simply charge them for some of the records storage. I think that should be looked into.

TPS:

It seems one selling point to the Legislature would be that a records management system would save time and money. Your agency, as you mentioned, is an example. The records are stacked everywhere and filing cabinets are everywhere, taking up valuable office space and causing wasted time looking for records. And forty percent of the filing cabinets are empty.

RM:

It would save me an amazing amount of money over the next four year period.

TPS:

Your agency may be one of the worst in that regard, but I am sure that every agency has storage problems.

RM:

I don't know what the situation is at the other agencies. I guess my advice would be, knowing the state of fiscal affairs, simply to work with those agencies willing to work with the Archives. Try to broaden that in terms of offering expertise; and not so much in offering physical space and time in terms of actually having Archives personnel look at the records; but in terms of training. The Archives could perhaps set up some sort of records management seminar and train the people who are in charge of the records at the agency in some of the basic

archival functions. I realize that's a poor substitute. I will be happy to allow my agency to be used as a role model, to show what the Archives can do.

TPS: Because of the Auditor's watch dog role in state government, you have particularly a vested interest in many of the records that state agencies create, and you sit on the State Records Committee. Do you see an expanded role for your committee membership?

RM: I certainly hope so, because I cannot audit what is not there. I said before one of the functions of the Auditor's Office is to establish accounting systems, internal control procedures, record keeping of how funds are expended, what's the justification for expending those funds, a tracking system from the time the state money or county money arrives at the spending source, where it goes, how that decision is made. I think that is one of the more crucial roles in the Auditor's Office. One of the things I am planning to do is to set up a new basic accounting system for state agencies, for localities, counties. As part of that, there will be record keeping requirements. I am not sure right now that the destruction of records is the main problem. It's the fact that records aren't kept in the first place. It's the fact that they're not kept in a form that can be used. I am going to move on that front, I would certainly hope, in my role as a member of the Committee, and I plan to take a personal role, an active role, as well as appointing a representative for the times I can't make it. Yes, I would like to expand the role.

TPS: Records that aren't being kept leads to the next question. Too often we read in the newspapers about some mismanagement of public funds or malfeasance in office at the local level. During your campaign, one of your major issues was the time-lag in the conducting of audits. As there is no statutory responsibility or authority for any type of local records management, is there some correlation between the lack of responsible record keeping and mismanagement?

RM: There may be. It's hard for me to tell right now. As I said in answer to the previous question, it's not so much the management of records once they're kept, which may be a problem I haven't seen yet. It's the problem of how those records that are kept, are kept--the fact that some records aren't kept. I'm setting up an office of technical assistance to be available and to answer questions in terms of how records are being kept, in terms of technical problems that may arise. I'm going to issue formal opinions in terms of if you do this, then the Auditor's position will be such-and-such. And the other things is, I'm willing to use the carrot and the stick, that if records are not kept, I'm not going to be willing to certify that has been expended. I want to bring governmental pressure and public pressure to bear to make sure that records are kept in a usable form, so that when I audit, I have an idea at the end of exactly what's happened to the money, of what's happened to the people's tax money.

TPS: So, in spite of the absence of laws dealing directly with the subject, you plan to use the authority of the State Auditor's Office to implement records management at the local level?

RM: I'm not sure it's the wide-spread records management that you're talking about. I'm talking about records management in terms of making sure I can audit. That is a narrow view of records management. It's the view I have to take under my statutory authority. I think it will be a step in the right direction in terms of local records management, but I don't think it can be seen as a substitute.

TPS: Going back to the records assessment study, the greatest concern identified in the local government records area is that nothing is being done for records management or archival administration. There are dozens of horror stories

about the way that not only the historical records are being kept but some of the most recent ones. In the 1983 legislative session, a bill was introduced to establish a study commission composed of representatives of local government records-creating officials and some state agency representatives--the State Auditor's Office was one of them--for the purpose of studying intently the problem and making specific recommendations to the Legislature about needed changes in the laws and posing better ways of managing local records. The bill did not pass. If there is an attempt in 1984, is that something you deem it in your area to support or to at least endorse?

RM:

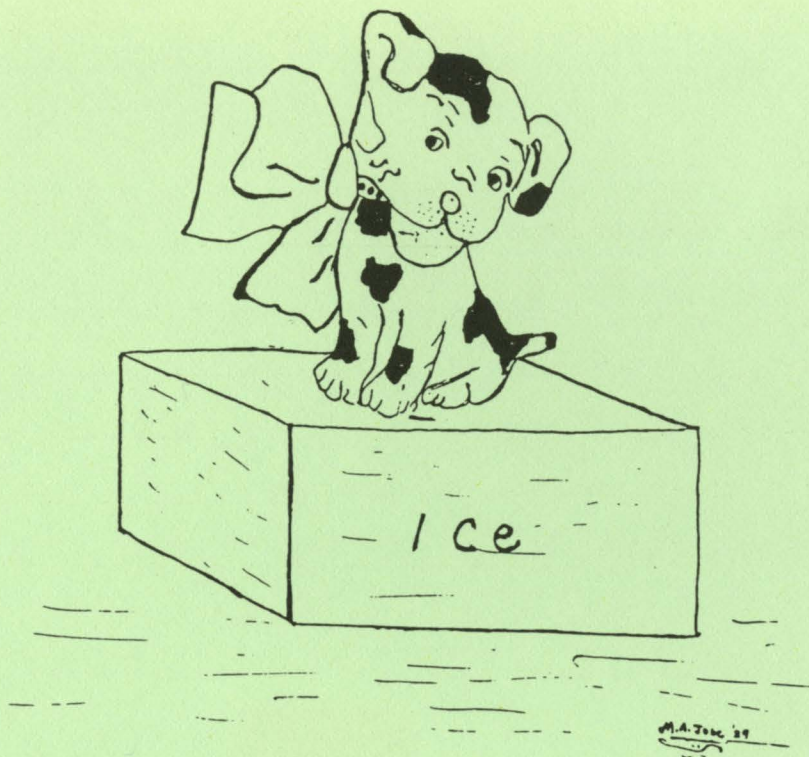
I see no problem in endorsing it. I don't think that my endorsement or lack of it will have much impact on its chances of success with the Legislature. Once again, we have a problem of funding, of a legislature that is retrenching essential state services. We are also faced with the problem of many different units of government out there that sometimes look with a rather suspicious eye on study commissions or anything coming from the state level. And with good reason, in some instances. You have been citing the problems with state records. I think that local records management is essential. I think that in this budgetary time we're going to be hard-pressed to get anywhere. Getting the records management at the state level was essential, I think, and this is one of the decisions you have to make in government with limited resources, the attention should be focused now on the state level where the law is in place and trying to get that law implemented to the fullest extent possible--going back to what we said, offering expertise, setting up records management systems. Once that is done, then I think it would be a much easier proposition to move from there to local governments. I believe Governor Winter said, "We've bitten off about as much as we can chew right now," and that mirrors my feelings on that.

Town Trivia, cont.

24. A wild fowl and a mound of dirt. _____
25. A flower and a valley. _____
26. Faye was hungry, so what did she do? _____
27. Pa wanted some pie, so what did he say to Nola? _____
28. A letter of the alphabet and not so high. _____
29. Along the edge of a canyon. _____

ANSWERS TO TOWN TRIVIA

1. Crystal Springs. 2. Greenwood. 3. Midnight. 4. McComb.
5. Friar's Point. 6. Winona. 7. Holly Springs. 8. Rolling Fork.
9. Magnolia. 10. Columbus. 11. Grenada. 12. Summit. 13. Eden.
14. Liberty. 15. Hot Coffee. 16. Mt. Olive. 17. Wesson. 18. Newton.
19. Canton. 20. Oxford. 21. Gulfport. 22. Jackson. 23. Quitman.
24. Duck Hill. 25. Rosedale. 26. Fayette. 27. Pinola. 28. D'Lo.
29. Byram.



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